



City of Gunnison

Job Description

Job Title:	Police Officer		
Department:	Police Department	Division:	Patrol
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	6/8/2018	Job Physical Level:	Strenuous

General Purpose:

Performs technical, professional, and administrative duties related to maintaining the security of the City, protecting constitutional guarantees of all persons, protecting life and property, preserving public peace and order, preventing, solving and detecting crimes, facilitating the safe movement of people and vehicles, and other emergency services as needed.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Applies Federal, State and Municipal laws and City Policies to calls for service.

Enforces Model Traffic Code and Colorado State traffic law through observation, patrol, citation, and accident investigation.

Conducts foot or bicycle patrol and vehicular patrol of the community to: detect crimes in progress, traffic violations, safety hazards, locate public services that may need repair, to be visibly present in the community, and to be easily approachable for citizens.

Conducts criminal investigations, both minor and major, and case follow-up. Processes crime scenes, performs evidence collection function, and analysis of same.

Implements Incident Command System at critical incidents or those incidents requiring multi-jurisdictional response.

Accurately reports facts of an investigation orally and in written form using electronic media as well as pen and paper.

Communicates effectively with citizens and officers in a variety of situations including very stressful incidents and emergencies.

Arrests persons for violations of law, including those who resist vigorously.

Directs traffic for vehicular and pedestrian safety.

Serves as a community liaison to bring persons with special needs together with available providers. Helps citizens to the extent possible in the context of helping them help themselves.

Other Duties and Responsibilities:	
<p>Conducts public education programs on a variety of topics as assigned. <i>Performs other duties as required or assigned.</i></p>	
Job Qualifications	
Required Education and Experience:	<p>High school or general equivalency development (G.E.D.) and the ability to communicate in English both verbally and in writing.</p> <p>Must be at least 21 years of age on date employment begins.</p> <p>Must be certified by the State of Colorado as a Level I Peace Officer pursuant to Colorado P.O.S.T. rules.</p> <p>Must be first aid and CPR Certified.</p>
Other Necessary Requirements:	<p>Must possess a valid Colorado driver's license.</p> <p>Must meet City's residency requirement.</p> <p>No felony convictions or deferred judgments on felony cases.</p> <p>Must have no illegal drug usage for 36 months prior to hire and no illegal drug usage after hire.</p>
Necessary Knowledge, Skills and Abilities:	<p>Must be capable of completing the department's physical abilities course.</p> <p>Must satisfactorily complete the department's Field Training Officer program.</p> <p>Must be capable of satisfactorily completing the required training with firearms approved for use by the department.</p> <p>Must be capable of operating computer programs in use by the police department.</p> <p>Must demonstrate an understanding of the confidentiality of information.</p> <p>Must have a working knowledge of criminal and traffic laws at the municipal, state and federal level.</p> <p>Within six months of employment, must be capable of typing a minimum of 20 words per minute, corrected.</p> <p>Must comply with Colorado Peace Officers Standards and Training requirements.</p> <p>Must be able to successfully communicate with a diverse range of people.</p> <p>English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p>

Working Conditions

Work Environment:

This position has been determined to be an exposure risk to biohazards associated with blood-borne pathogens, HIV, AIDS, hepatitis B, air-borne transmissions of tuberculosis, and other bio-hazards. Employees are advised that exposure to a biohazard may result in severe illness or death. Employees are required to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to biohazards.

This position has been determined to be an exposure risk to chemical or explosive hazards. Employees are advised that exposure to chemical or explosive hazards may result in severe illness or death. Employees are required to use protective equipment and clothing when exposed to these risks.

This position has been determined to be an exposure risk to dangerous or diseased animals as part of animal control or code enforcement activities. Employees are advised that exposure to animals may result in injury, illness or death. Employees are required to use protective equipment and clothing when exposed to these risks.

Must be capable of sitting in a vehicle or office for extended periods, based on ten hour shifts, longer on occasion.

Must have vision capabilities, either corrected or uncorrected, which would allow for the reading of a Colorado license plate at 45 feet.

Must be capable of reading printed material on computer monitors, hand written information and typed information. Must be able to correctly distinguish the colors of motor vehicles, clothing, and traffic signs.

Must be capable of hearing and understanding multiple conversations in person, over the telephone or radio at normal conversation levels. An example of this would be the ability to talk on the phone and monitor radio traffic.

Must be capable of smelling odors which could indicate crimes in progress or safety hazards. This would commonly be alcoholic beverages on a person's breath, the odor of marijuana, or gas fumes in buildings.

Must be capable of using the English language to communicate effectively both verbally and in writing.

Must possess the cognitive ability to determine an acceptable course of action relating applicable laws and policies to actual situations.

Must be able to perform divided attention tasks such as drive a vehicle and talk on the radio or interact with several persons at one time.

<p>Physical Activities:</p>	<p>Must be physically capable of lifting and carrying 50 pounds. Property impounded by the department may be stored in the evidence room, or at the storage facility at the City Shops. Storage methods include the floor, floor to ceiling shelves or hooks mounted in the ceiling. Storage areas are not for public access and elevators are not available.</p> <p>Must be capable of helping to push, pull, lift, or carry a person (approximately 100 pounds) a minimum of 50 feet for citizen or officer rescue.</p> <p>Must be physically capable of performing all arrest control tactics approved by the department. This includes officer presence, verbal commands, empty hand techniques, non-lethal weapons, or impact weapons.</p> <p>Must be capable of safely operating motorized and non-motorized police vehicles under normal and emergency conditions.</p> <p>Must be physically capable of examining a motor vehicle for identification numbers. This may include vehicles parked on vacant lots, impound yards, or junk yards. Identification numbers may be on dashboards, under the hood on the firewall, on frame members, or underneath vehicles.</p> <p>Must be physically capable of examining vacant lots for violations. This may include: height of weeds, accumulation of trash, dumping of potentially hazardous materials.</p>
<p>Tools and Equipment Used:</p>	<p>Must be capable of operating computer programs in use by the police department and demonstrate a proficiency in computer keyboarding.</p> <p>Safely operate a motor vehicle in normal and emergency conditions.</p> <p>Safely handle and meet minimum proficiency standards with a variety of firearms issued to officers.</p> <p>Safely use nonlethal and control devices to meet proficiency standards.</p>
<p>Supervision Received:</p>	
<p>Works under the general supervision of a Police Supervisor. May be supervised by a senior Police Officer when a Police Supervisor is not available.</p>	
<p>Supervision Exercised:</p>	
<p>Generally None. May supervise Police Officers with less seniority (in the absence of a Police Supervisor) or, temporary staff, or give assignments and direction to staff in training.</p>	

ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of **POLICE OFFICER** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date